

**STAR**  
**(Student Action For Refugees)**  
(A Company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2003



Charity No: 1079042

Company No: 3902118

# STAR (STUDENT ACTION FOR REFUGEES)

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## STAR (STUDENT ACTION FOR REFUGEES)

### LEGAL AND ADMINISTRATIVE INFORMATION FOR THE YEAR ENDED 30 JUNE 2003

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#### Status

The organisation is a charitable company limited by guarantee, incorporated on 27 December 1999 and registered as a charity on 20 January 2000 (Charity Registered Number 1079042). The charity received at that date the assets and liabilities of the unincorporated association of the same name. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under the Articles of Association. Under those articles, the members of the Management Committee are elected to serve a period of 3 years, subject to ratification at the AGM.

#### Management Committee

Concetta Perot	Chair	
Nigel Scott	Treasurer and Secretary	
Micky Willmott	Member	(Resigned November 2002)
Imran Hussain	Member	
Edwin Ambe	Member	
Clare Graham	Member	
Nicola Witcombe	Secretary	
Jonathan Ellis	Member	

#### Staff

Ruth Pryce	National Co-ordinator
Viv Jackson	Youth Outreach Officer
Gill Venables	Student Outreach Officer
Anna Musgrave	Development Assistant

#### Registered office

3/9 Bondway  
London SW8 1SJ

#### Office address

240-250 Ferndale Road  
London SW9 8BB

#### Bankers

The Co-operative Bank PLC  
PO Box 101  
1 Balloon Street  
Manchester M60 4EP

#### Reporting Accountants

Trustient  
Chartered Accountants  
Buckingham House East  
The Broadway  
Stanmore  
Middlesex HA7 4EB

## **STAR (STUDENT ACTION FOR REFUGEES)**

### **REPORT OF THE MANAGEMENT COMMITTEE (INCORPORATING DIRECTORS' REPORT) FOR THE YEAR ENDED 30 JUNE 2003**

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The Management Committee have pleasure in presenting their report and financial statements for the financial year ended 30 June 2003.

#### **Principal activities**

The object of STAR is to facilitate students and young people (aged 16 – 18) to promote awareness of refugee issues, support refugees in the local and international community and campaign for the rights of refugees. The STAR National Office provides members with resources and training in order to support them in their activities. In addition the National Office organises an Annual National Conference, the only student conference focused on refugee and asylum issues. STAR produces a National Newsletter and services the Friends of STAR scheme for non students and organisations wishing to keep up to date with STAR activities.

#### **Review of the year**

##### **Student Groups and activities**

4 new groups joined – Durham, LSE, St Georges and Southampton – and 7 new groups are under development, well on schedule for the aim of 40 by 2005;  
25 Student Groups took part in Action Day;  
170 students attended the National Conference and listened to spell-binding talks from Helen Bamber and Ziba Karbassi, among others;  
STAR staff attended 29 Fresher's Fayres;  
STAR was represented at 10 major student events or conferences.

##### **Youth programme**

The key event was the Youth Conference and Programme Launch in February 2003, attended by 70 young people, half of whom were refugees;  
2,093 young people have been reached by the Youth Programme;  
200 young people have joined the Youth Network;  
25 schools have been visited by STAR's Youth Outreach Officer and volunteers supported by the Body Shop Foundation.

##### **Campaigning**

The PANTS campaign was launched to Student groups at the National Conference;  
STAR was the only refugee group to ask people to take direct action on the issue of the withdrawal of support from newly-arrived asylum seekers in January 2003;  
STAR's second Urgent Action was to demand proper laundry facilities for detainees at IRC Haslar, who will now be forced to change their regime in response.

##### **Fundraising**

New funding was achieved from Lloyds TSB Foundation and Body Shop Foundation;  
STAR built a fundraising development plan to support its future plans;  
The Friends of STAR scheme was promoted for the first time to students leaving STAR groups, enabling them to maintain contact with and support for their former group.

None of this, or the plans for next year, could be achieved without the high level of professionalism shown by STAR's staff who continue to operate as a highly effective team. STAR is an organisation of students and young people and their input, as group members, campaigners and as volunteers with other refugee organisations is the key to STAR's success.

#### **Future development**

##### **Student Groups and activities**

STAR will continue to support its existing groups with staff time, resources and information;  
STAR will seek to confirm the 7 new groups under development and to begin the establishment of further new groups;  
STAR will again hold its Annual Conference at Nottingham University Students Union but in larger accommodation to cope with the increasing numbers.

## **STAR (STUDENT ACTION FOR REFUGEES)**

### **REPORT OF THE MANAGEMENT COMMITTEE (INCORPORATING DIRECTORS' REPORT) FOR THE YEAR ENDED 30 JUNE 2003**

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#### **Youth programme**

In July 2003 a STAR Youth Roadshow will visit Canterbury, Nottingham and Liverpool;

In December 2003 STAR will hold a National Youth Conference;

STAR will continue to develop the Youth Network as a way of informing young people about refugee issues;

STAR will continue to seek opportunities to speak to schools and other youth groups;

STAR will increasingly recruit volunteers to work with young refugee groups.

#### **Campaigning**

The PANTS campaign will continue to respond to the changing world of asylum in this country by bringing pressure on Government and others to meet their obligations towards refugees and asylum seekers.

#### **Fundraising**

STAR will make applications for funding to new and existing Trusts, seeking 3 year funding to provide security over the period when the Community Fund grant ends;

STAR will seek funding to employ a fundraiser with the aim of developing both the Trust income and the Friends scheme as well as developing new contacts with companies and individuals;

STAR will evaluate the response to its first promotion of the Friends scheme to students leaving university and use this to enhance its approach next summer.

#### **Financial review and future development**

The income for the year includes a full year's contribution from the Community Fund of £81,297 (2002 - £59,865), helping the charity's total income to reach £119,954 (2002 - £107,324). The development of the Friends scheme also helped achieve a significant increase in donations to £2,306 (2002 - £879), albeit a small part of our total income.

Trust income reduced in the year to £20,620 (2002 - £20,900) because of the level of work involved in the launch of the Youth programme and because of a strategy to focus on relationship development with larger trusts and foundations so that we are in a position to achieve significant funding from them after the end of our Community Fund grant in 2005.

The Refugee Council's grant towards the salary of the National Co-ordinator ended at March 2003 so a nine-month contribution of £12,261 (2002 - £21,018) was received. At the same time the Refugee Council also charged the charity for its use of office space and services at a cost of £7,201 per head. This charge was levied for the period from 1<sup>st</sup> January 2002 to 31<sup>st</sup> March 2003. The trustees had expected a 50% contribution to this cost from the Refugee Council that was not forthcoming so the full cost of £30,306 (2002 - £nil) has been taken in this financial year. No charge has been levied yet for 2003-04 but the trustees still await confirmation that this situation will pertain for this and the next financial year. The Refugee Council has also indicated that it will make no grant to STAR in 2003-04.

Expenditure increased to £145,285 (2002 - £77,995) as the Student and Youth programmes funded by the Community Fund were fully in action. The Community Fund's support of our core activities also assisted us in reducing expenditure from Unrestricted Funds to a minimum. This was particularly important as these funds had to bear a significant part (£12,651) of the Refugee Council office costs.

#### **Reserves policy**

STAR has a short term policy to develop sufficient funds to enable its core activities to be maintained in 2005, assuming that the Community Fund grant will not be renewed. This policy requires Unrestricted and Trust restricted funds of £20,000 by December 2003. This will not be achieved because of the change in Refugee Council policy and the trustees will review their target for 2004 and 2005 as part of their strategic work in 2003-04.

#### **Governance and internal control**

STAR is an organisation for students and young people and its governance must reflect this. During the year a review of the processes for selection of trustees took place. As a result nominations for up to four trustee posts were sought from student groups with a view to their appointment at the AGM in November 2003. The role of the Student Regional Representatives was enhanced to enable the trustees to maintain close contact with the views of students.

## STAR (STUDENT ACTION FOR REFUGEES)

### REPORT OF THE MANAGEMENT COMMITTEE (INCORPORATING DIRECTORS' REPORT) FOR THE YEAR ENDED 30 JUNE 2003

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STAR now has 4 full-time employees and trustees spent significant time developing a policy framework which enabled them to replace Refugee Council as the formal employer with effect from 1<sup>st</sup> August 2003.

STAR's trustees meet 5 times a year, 4 for business meetings and once for an open discussion day. This meeting further enhanced the organisational development plan and began the process of introducing a formal performance measurement template.

STAR's trustees have also assessed the major risks to which the charity is exposed through their annual budget review process. The trustees are happy that they have identified the key risks inherent in their activities and that they have processes in place to mitigate those risks.

#### **Responsibilities of management committee**

Charity and Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements, the members are required to:

- ◆ Select suitable accounting policies and then apply them consistently;
- ◆ Make judgements and estimates that are reasonable and prudent;
- ◆ State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- ◆ Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Members are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the companies Act 1985. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### **Members of the management committee**

The company is a membership organisation. Groups and individuals become members by payment of a subscription. All members are liable up to a maximum of £5 for the debts of the company in the event of insolvency.

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities and in accordance with the special provision of Part VII of the Companies Act 1985 relating to small entities.

This report was approved by the management committee on 30<sup>th</sup> August 2003 and signed on its behalf by:



Nigel Scott  
Secretary

## STAR (STUDENT ACTION FOR REFUGEES)

### ACCOUNTANTS' REPORT TO THE MEMBERS ON THE UNAUDITED ACCOUNTS OF STAR (STUDENT ACTION FOR REFUGEES)

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We report on the financial statements for the year ended 30 June 2003 set out on pages 6 to 10.

#### Respective responsibilities of the management committee and reporting accountants

As described on page 4 the management committee are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

#### Basis of opinion

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

#### Opinion

In our opinion:

- (a) the accounts are in agreement with the accounting records kept by the company under section 221 of the Companies Act 1985;
- (b) having regard only to, and on the basis of, the information contained in those accounting records:
  - (i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in section 249C(6) of the Act; and
  - (ii) the company satisfied the conditions for exemption from an audit of the accounts for the year specified in section 249A(4) of the Act as modified by section 249A(5) and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1).

*Trustient*

Trustient  
Chartered Accountants  
Buckingham House East  
The Broadway  
Stanmore  
Middlesex  
HA7 4EB

*30 August 2003*

**STAR (STUDENT ACTION FOR REFUGEES)**

**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNTS)**

**FOR THE YEAR ENDED 30 JUNE 2003**

			Year ended 30 June 2003 Total funds £	Year ended 30 June 2002 Total funds £
	Notes	2003 Unrestricted funds £	2003 Restricted funds £	
<b>Incoming resources</b>				
Donations and similar income:				
Donations		2,304	-	879
Gift in kind	2	-	12,261	21,018
Affiliation fees		815	-	678
Activities in furtherance of the charity's objects:				
Grants from Charitable Trusts	2	-	20,620	59,865
Community Fund	2	-	81,297	20,900
Conference fees and income		1,710	-	3,050
Activities to generate income:				
Interest receivable		435	-	263
Merchandise sales		<u>512</u>	<u>-</u>	<u>671</u>
<b>Total incoming resources</b>		<u>5,776</u>	<u>114,178</u>	<u>107,324</u>
<b>Resources expended</b>				
Costs of generating income				
Merchandise cost of sales		333	-	831
Charitable expenditure				
Student programme		-	32,714	13,377
Youth programme		-	30,266	10,697
Support costs				
Office costs		-	30,306	-
Staff costs		-	41,544	36,868
Other costs		269	6,731	14,027
Management & administration		<u>68</u>	<u>3,054</u>	<u>2,195</u>
<b>Total resources expended</b>	3	<u>670</u>	<u>144,615</u>	<u>77,995</u>
<b>Net (expenditure)/income</b>	4	5,106	(30,437)	29,329
Transfers between funds		<u>(12,650)</u>	<u>12,650</u>	<u>-</u>
<b>Net movement in funds for the year</b>		(7,544)	(17,787)	29,329
Fund balances brought forward at 1 July 2002		9,640	53,672	33,983
<b>Fund balances carried forward at 30 June 2003</b>	10	<u>£2,096</u>	<u>£35,885</u>	<u>£63,312</u>

There were no recognised gains or losses for 2003 or 2002 other than those included in the Statement of Financial Activities.

The notes on pages 8 to 11 form part of these accounts.



**STAR (STUDENT ACTION FOR REFUGEES)**

**BALANCE SHEET AS AT 30 JUNE 2003**

	Notes	30 June 2003		30 June 2002	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	7		2,265		1,893
<b>Current assets</b>					
Debtors	8	2,243		875	
Cash at bank and in hand		<u>57,854</u>		<u>87,813</u>	
		60,097		88,688	
<b>Creditors : amounts falling due within one year</b>	9	<u>(24,381)</u>		<u>(27,269)</u>	
<b>Net current assets</b>			35,716		61,419
<b>Total assets less current liabilities</b>			<u>37,981</u>		<u>63,312</u>
<b>Funds</b>					
Unrestricted funds:					
- General reserves	10		2,096		9,640
Restricted funds	10		35,885		53,672
			<u>37,981</u>		<u>63,312</u>

The company is entitled to the exemption from audit under Section 249A(1) of the companies Act 1985 for the year ended 30 June 2003.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 June 2002 in accordance with Section 249B(2) of the Companies Act 1985.

The Management Committee acknowledges their responsibilities for:

- ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985 and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year in accordance with the requirements of Section 226 and which otherwise comply with the requirements of the Companies Act 1985 relating to financial statements, so far as applicable to the company.

The accounts have been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Approved by the charity on 30<sup>th</sup> August 2003 and signed on its behalf

  
 -----  
 Concetta Perot

  
 -----  
 Nigel Scott

The notes on pages 8 to 11 form part of these accounts

**STAR (STUDENT ACTION FOR REFUGEES)****NOTES FORMING PART OF THE FINANCIAL STATEMENTS****FOR THE YEAR ENDED 30 JUNE 2003****1. Accounting policies****1.1 Basis of preparation of accounts**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standards for Smaller Entities (Effective June 2002), the Companies Act 1985 and in compliance with the Statement of Recommended Practice 'Accounting and Reporting on Charities issued in October 2000 (SORP 2000).

**1.2 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Fixed assets costing more than £500 are capitalised. Depreciation is provided at rates calculated to write off the cost of fixed assets, less estimated residual value, over their expected useful lives, which in the case of computers is 3 years.

**1.3 Incoming resources**

Voluntary income is received by way of donations, trust grants and gifts in kind and is included in full in the Statement of Financial Activities in the year in which it is receivable. Gifts in kind are included in income at their market value. Other income is included when received.

**1.4 Resources expended**

Costs of generating income are those costs incurred in merchandise sales. Charitable expenditure comprises activities undertaken which are directly identifiable as wholly or mainly in support of the charity's objectives. Support costs are those costs incurred directly in support of expenditure of the objects of the company. Management and Administration expenditure relates to compliance with constitutional and statutory requirements. Resources expended include attributable VAT which cannot be recovered.

**1.5****Fund accounting**

Income which is subject to donor imposed restrictions as to its use and related expenditure are accounted for as restricted funds. All other income and expenditure is accounted for as unrestricted. Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

**2. Incoming resources**

	Unrestricted funds £	Restricted funds £	Total 2003 £	Total 2002 £
Gift in kind				
Refugee Council	<u>-</u>	<u>12,261</u>	<u>12,261</u>	<u>21,018</u>
Grants from Charitable Trusts				
Body Shop Foundation	-	1,500	1,500	-
Leigh Trust	-	-	-	5,000
Lloyds TSB Foundation	-	16,100	16,000	-
Lyndhurst	-	3,000	3,000	3,000
Servite Sisters	-	-	-	2,500
Sainsbury's Fund	-	-	-	10,000
Other Trusts	<u>-</u>	<u>20</u>	<u>20</u>	<u>400</u>
	<u>-</u>	<u>20,620</u>	<u>20,620</u>	<u>20,900</u>
Grant from Community Fund	<u>-</u>	<u>81,297</u>	<u>81,297</u>	<u>59,865</u>

**STAR (STUDENT ACTION FOR REFUGEES)**

**NOTES FORMING PART OF THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 JUNE 2003**

**3 Resources expended**

	Unrestricted funds £	Restricted funds £	Total 2003 £	Total 2002 £
Merchandise costs	333	-	333	831
Staff cost	-	95,368	95,368	61,417
Equipment	-	280	280	820
Printing and publicity	-	4,696	4,696	1,270
Conference and meetings	-	7,294	7,294	3,343
General expenses	-	-	-	1,579
Depreciation	-	1,329	1,329	1,164
Groups costs	-	2,035	2,035	5,348
Subscriptions and registrations	-	255	255	28
Office costs	269	30,306	30,575	-
Committee meetings and expenses	-	1,120	1,120	1,112
Other costs	68	1,227	1,295	801
Professional charges	-	705	705	282
<b>Total resources expended</b>	<u>670</u>	<u>144,615</u>	<u>145,285</u>	<u>77,995</u>

**4. Net (expenditure)/income for the year**

This figure is stated after charging:

	<u>2003</u> £	<u>2002</u> £
Depreciation	1,329	1,164
Reporting Accountants' fees	<u>705</u>	<u>705</u>

**5. Staff costs**

	<u>2003</u> £	<u>2002</u> £
The staff costs were:		
Wages and salaries	82,470	51,889
Social security costs	7,716	4,621
Pension costs	1,200	-
	<u>91,386</u>	<u>56,510</u>
Other staff costs	<u>3,982</u>	<u>4,907</u>
	<u>95,368</u>	<u>61,417</u>

The average number of full-time equivalent staff employed by the charity during the year was 3.5 (2002: 3)  
No employee earned more than £50,000 per annum.

**STAR (STUDENT ACTION FOR REFUGEES)**

**NOTES FORMING PART OF THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 JUNE 2003**

<b>6</b>	<b>Management Committee's remuneration and reimbursed expenses</b>	<b><u>2003</u></b> <b>£</b>	<b><u>2002</u></b> <b>£</b>
	No emoluments were paid to any member of the management committee for their services during the year (2002: £nil).		
	During the year 3 (2002: 5) management committee members were reimbursed for travel expenses.	<u>768</u>	<u>526</u>
<b>7.</b>	<b>Tangible fixed assets</b>		<b>Computer equipment</b> <b>£</b>
	<b>Cost</b>		
	At 1 July 2002		3,292
	Additions in year		1,700
	Disposals		(235)
	At 30 June 2003		<u>4,757</u>
	<b>Depreciation</b>		
	At 1 July 2002		1,399
	Charge for the year		1,329
	Elimination on disposals		(235)
	At 30 June 2003		<u>2,493</u>
	<b>Net book value</b>		
	At 30 June 2003		<u>2,265</u>
	At 30 June 2002		<u>1,893</u>
<b>8.</b>	<b>Debtors</b>	<b><u>2003</u></b> <b>£</b>	<b><u>2002</u></b> <b>£</b>
	<b>Due within one year:</b>		
	Prepaid expenditure	1,048	470
	Accrued income	<u>1,195</u>	<u>405</u>
		<u>2,243</u>	<u>875</u>
<b>9.</b>	<b>Creditors: amounts falling due within one year</b>	<b><u>2003</u></b> <b>£</b>	<b><u>2002</u></b> <b>£</b>
	Refugee Council re Salaries	20,630	26,564
	Social security & other costs	2,641	-
	Accrued expenses	<u>1,110</u>	<u>705</u>
		<u>24,381</u>	<u>27,269</u>

**STAR (STUDENT ACTION FOR REFUGEES)**

**NOTES FORMING PART OF THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 JUNE 2003**

**10. Movement of funds**

	At 01.07.2002	Incoming resources	Outgoing resources	Transfers between funds	At 30.06.2003
	£	£	£	£	£
<b>Unrestricted funds</b>					
General funds	9,640	5,776	(670)	(12,650)	2,096
<b>Restricted funds</b>					
Gift in kind	-	12,261	(12,261)	-	-
Charitable Trusts	22,773	20,620	(54,861)	12,650	1,182
Community fund	30,899	81,297	(77,493)	-	34,703
	<u>63,312</u>	<u>119,954</u>	<u>(145,285)</u>	<u>-</u>	<u>37,981</u>

**11 Analysis of fund balances between net assets**

	Unrestricted funds £	Restricted funds £	Total funds £
Tangible fixed assets	-	2,265	2,265
Current assets	2,096	58,001	60,097
Current liabilities	-	(24,381)	(24,381)
	<u>2,096</u>	<u>35,885</u>	<u>37,981</u>

**12. Share capital**

STAR (Student Action for Refugees) is a company limited by guarantee and has no share capital. Each member is liable to contribute a sum not exceeding £5 in the event of the charity being wound up.

**13. Financial commitments**

The company had no financial commitments at 30 June 2003 and 30 June 2002.